

# INTER-OFFICE MEMORANDUM

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Office of Accounts and Control

**TO:** Chief Payroll Officers **DATE:** December 19, 2002  
**FROM:** Lawrence C. Franklin, Jr., State Controller  
**SUBJECT: PREPARATION FOR W-2'S FOR 2002.**

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My office must complete final preparation for producing the 2002 W-2's by the close of business on **Wednesday, January 8, 2003**. Any and all check changes must be received in my office prior to the above date.

Thank you for your cooperation in this matter.

/hh  
CPO:03-10